

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Educational Specialist	<u>Revision Date:</u> 8/2005
		<u>EEO Code:</u> Administrative Support
		<u>Status:</u> Temp/Seasonal

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief , and general supervision of the Fire and Life Safety Battalion Chief, provides the City with prevention and mitigation of emergencies and disaster, through proper planning, public education, code enforcement and community service educational programs.

III. Essential Duties:

- Conducts demonstrations and classes for schools and community.
- Assists with the planning of fire prevention programs and public safety activities for special events.
- Instructs CPR/AED Programs.
- Conducts educational and training programs for citizens and firefighters.
- Instructs (CERT) citizen emergency response classes.
- Perform pick-up and deliveries of supplies to fire stations as needed.

IV. Marginal Duties:

- Perform other duties as assigned.
- Maintenance of educational aids, equipment and classroom area.
- May perform emergency support functions as required or requested by the incident commander.

V. Qualifications:

**Education:** High School diploma, valid Utah State driver's license. Certification as a CERT Instructor, CPR/AED Instructor desired.

**Experience:** No previous experience is required.

**Knowledge of:** Teaching techniques, educational programs, basic learning characteristics of school aged children, adults, and senior adults. Familiarity with public fire and life safety issues, emergency medical and fire service operations. .

**Tool, Machine, Equipment Operation:** Working knowledge of telephone, computer and computer software such as power-point presentations, projection systems, manikins, AED defibrillators , variety of props and various other training tools and equipment.

**Responsibility for:** Making decisions and using good judgement; writing educational programs for use in the stations and schools in the area of fire prevention, life safety, citizen response, and medical and personal safety; demonstrating the values of the City and Fire Department.

**Communication Skills:** Ability to speak professionally before small and large groups; frequent contact with all types of people, requiring judgement to deal with and influence people, frequent contact with fire personnel and citizens; must be able to communicate effectively using verbal, written, and listening skills.

VI. Working Conditions:

Interaction with community groups, individuals, department and division heads and fire department teams and members. Frequently required to stand, walk with some lifting, bending and carrying of items under 50 pounds. Evening and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required to personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.